

Standard Operating Procedure (SOP): Quality Control

SOP Number

Effective Date

Revision Number

Department

Quality Control

Prepared By

Approved By

1. Purpose

Describe the purpose and objectives of this SOP in ensuring product/service quality.

2. Scope

Define the scope of application — processes, departments, or products covered under this SOP.

3. Responsibilities

- **Quality Control Manager:** [Responsibility details]
- **QC Inspectors:** [Responsibility details]
- **Other Staff:** [Responsibility details]

4. Definitions

Term	Definition
QC	Quality Control
[Term]	[Definition]

5. Procedure

1. Receive materials and perform incoming quality inspection.
2. Document inspection results and report nonconformities.
3. Approve or reject materials based on quality standards.
4. Perform in-process quality checks as per [instructions/statistics].
5. Document and escalate critical issues to management as necessary.
6. Archive all QC inspection records in accordance with retention policy.

6. Records

- Inspection Reports
- Nonconformance Logs
- Corrective Action Reports

7. References

- Quality Manual
- ISO 9001:2015
- [Other applicable documents]